

Sherman County Health District  
Board of Directors Meeting Minutes

Regular Board Meeting

March 9<sup>th</sup>, 2017  
Moro, Oregon

**Present:**

**Board Members:** President Larry Hoctor, Vice President Bert Perisho, Director Jayme Mason, Director W.P. Thurston, Director Curt Mason

**Staff:** Mark Corey, FNP; Caitlin Blagg, District Administrator

**Visitors:** None

**Call to Order:** President Hoctor called the meeting to order at 6:01 pm.

**Visitor's comments on agenda items (Discussion to be regarding agenda items only):** None

**Consent Items**

- A. **REGULAR MEETING MINUTES:** After reviewing the minutes from the January 2017 Board meeting, **Director J. Mason made a motion to accept the minutes as written. President Hoctor seconded. No discussion. Motion carried (unanimous).**
- B. **FINANCIAL REPORT:** Handed out was a financial report put together by District Administrator Blagg stating the District's cash on hand as of the end of February 2017 was \$250,234.50. Cash on hand at the end of business on Thursday, March 9<sup>th</sup>, 2017, was \$241,390.24. Also presented was a Profit & Loss statement for January and February 2017. The check registers for January and February were gone over to explain some of the different costs. **A motion was made by Director J. Mason to accept the financial report. Director Thurston seconded. No discussion. Motion carried (unanimous).**
- C. **PATIENT REPORT:** The patient report for January and February 2017 was given to the Board members for review. Average patient per day number was 6.37 for January and 7.27 for February. Average number of Medical Assistant visits per day was 4.16 for January and 4.83 for February. These nursing visits were ONLY the visits that were scheduled as a nursing visit; they do not include any 'add on labs' that Mr. Corey might have requested as part of an office visit.

**FNP & Administration Report**

- **Mark Corey, FNP:** Mr. Corey discussed his subpoena from the Board of Nursing. He stated that he had several phone calls with the lead investigator. He said the process was a little frustrating because he was reviewing records from three different Electronic Health Records programs, which made it hard to create cohesive timelines. He stated that he will either get a reprimand or not, but he was feeling encouraged after speaking with the investigator.

Mr. Corey voiced his frustration with insurance companies that are requiring more codes that are just being used as a tracking device. For example, Mr. Corey stated that he must add a specific

code for Moda consumers that states he asked the patient what their level of pain is. Mr. Corey believes that this information should be found in an audit, and clinicians should not be required to add a code just to make it easier on the insurance companies to track certain measures.

- **Caitlin Blagg, District Administrator:** Ms. Blagg informed the Board that she had inquired about a safety deposit box at the bank. The smallest box, 3x5, was \$15.00 per year. Right now, the recorded deed for the building is being stored in the fire safe filing cabinet and the location of the recorded deed on record with the County is of file in a backed-up file on the administrator's computer.

There has been one day where Dr. Dillon had been scheduled to come in for clinic hours and was not been able to make it in due to weather. We could accommodate this by allowing her remote access to the EHR (through approval of IP address). During this day, Dr. Dillon was in telephone contact with the staff and Mark, and we could send her specific items to review through the EHR system. Dr. Dillon has also always responded to clinic staff when an urgent issue has come up, aiding however it was needed.

Ms. Blagg has been working on updating the safety procedures and policies. The Material Safety Data Sheets (MSDS) (now just referred to as Safety Data Sheets, SDS) need to be updated. Ms. Blagg reached out to the High School to see if any seniors in need of community service hours would be interested in working on this.

Ms. Blagg had flooring transition pieces replaced. The one between the waiting room/lab area came up and was a tripping hazard so staff removed the piece to remove the hazard. The long strip behind the receptionist station was broken and was a hazard. Both pieces were replaced. The patch pieces in Mark's doorway were starting to come up so a metal strip was installed to keep the patch pieces down and prevent a tripping hazard. Gary Denney did the repair work and total cost for this was \$100.

Ms. Blagg informed the Board that the money due to the clinic from the Medicare Cost Report came in and we received the full amount that was expected, \$8,196.00.

Employee evaluations will be completed in April.

Ms. Blagg briefly discussed with the Board that in the next 6-12 months the Clinic may have to look at hiring for a possible opening.

### Old Business

- A. **EMPLOYEE HANDBOOK:** District Administrator Blagg presented the Board with a newly drafted copy of the employee handbook. Ms. Blagg made all the changes discussed at the last meeting. After a final review, **Vice President Perisho made a motion to adopt the new employee handbook. Director J. Mason seconded. No discussion. Motion carried (unanimous).** District Administrator will make the final edits, including updating page numbers, and dates, and removing the DRAFT watermark, and get copies out to employees.

## New Business

- A. **DEADLINE TO FILE DELCARATION OF CANDIDACY:** Ms. Blagg reminded Directors that the deadline to file to be on the ballot for this upcoming special election is 5:00pm on March 16, 2017. Ms. Blagg had paperwork for those interested.
- I. Position 1 – 2-year term – C. Mason
  - II. Position 3 – 4-year term – J. Mason
  - III. Position 4 – 4-year term – B. Perisho
  - IV. Position 5 – 4-year term – L. Hctor
- Directors J. Mason and C. Mason and Vice-President Perisho will all run for their position. President Hctor will not be running for his position.
- B. **APPOINT BUDGET OFFICER FOR 2017-2018:** Director Thurston made a motion to appoint District Administrator Caitlin Blagg as the budget officer for the 2017-2018 budget year. Director C. Mason seconded. No discussion. Motion carried (unanimous).
- C. **FY 2017-2018 COLA INCREASE:** District Administrator Blagg asked the Board if they would like to have a COLA increase for each employee. Following the way things have been done in the past, Ms. Blagg checked with Debbie Hayden, Finance Director of Sherman County who informed her that the County has not yet discussed COLA increases for 2017-2018. Ms. Hayden thought this would be discussed at the next Court meeting, which is next week. The Board asked for this agenda item to be tabled until the April meeting after finding out what the County plans to do for their employees. District Administrator will add this topic to the agenda for April.
- D. **PROVIDER COVERAGE FOR MAY 22-26:** Mark Corey, FNP will be out of the office May 22-26. Dennis Bruneau is not available during this time. Dr. Dillon will be here on May 25<sup>th</sup>. Dr. Dillon did offer a contact for possible coverage and Ms. Blagg wanted to know if it was okay for her to see if Brenda Colfelt was interested in covering while Mark was out. The Board instructed Ms. Blagg to reach out to Dr. Colfelt and see if she is a) interested and available and b) what her rate would be for providing coverage.
- E. **CONTRACT NEGOTIATIONS PER CURRENT CONTRACT FOR FNP AND SUPERVISING PHYSICIAN:** The Board asked Mark Corey, FNP what he was thinking salary wise. Mr. Corey stated that he is interested in a possible COLA raise, but he is also very happy with his salary. The Board asked for this to be re-visited at the same time employee COLA's are discussed in April.

## Good of the Order:


- A. **2016-2017 WINTER SPORTS PROGRAM FOR SHERMAN COUNTY SCHOOL:** Ms. Blagg gave a copy of the sports program to the Board for review. She also shared that The Dalles Chronicle reached out and asked if the Clinic would be interested in supporting an ad for the Sherman Boys Basketball team as they just won the state championship title. The ad cost \$30. Ms. Blagg agreed to participate in the ad.

## Adjourn

Meeting Adjourned at 6:35p.m.

The next Board Meeting will be on Thursday, April 13<sup>th</sup>, 2017 at 6:00pm, in the Administration Office.

Respectfully submitted,  
Caitlin Blagg  
District Administrator

  
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Board President

Larry Hctor

Absent  
\_\_\_\_\_  
Director

Jayne Mason

Absent  
\_\_\_\_\_  
Director

Curt Mason

  
\_\_\_\_\_  
Vice-President

Bert Perisho

  
\_\_\_\_\_  
Director

Wm. P. Thurston

4/13/2017  
\_\_\_\_\_  
Date